

**Finance and Labor Relations Committee**  
**Regular Meeting**  
City Hall 31 S. Madison Street, Evansville, WI  
**Thursday, April 6, 2023 at 1:00pm**

**MINUTES**

1. **Call to order.** Brooks called the meeting to order at 1:03 p.m.
2. **Roll call.**

<b>Members</b>	<b>Present/Absent</b>	<b>Others Present</b>
Aldersperson Jim Brooks	P	City Administrator/Jason Sergeant
Aldersperson Cory Neeley	A	
Aldersperson Joy Morrison	P	Treasurer/ Julie Roberts
		Colette Spranger, Community Development Director

3. **Motion to approve the agenda.** Morrison made the motion, seconded by Brooks to approve the agenda as presented. Motion carried 2-0.
4. **Motion to waive the reading of the minutes of the March 9, 2023 regular meeting and to approve them as printed.** Morrison made the motion, seconded by Brooks to waive the reading of the minutes of the March 9, 2023 regular meeting and approve them as printed. Motion carried 2-0. 8C: Brooks inquired if it should show what the Election wages were changed to. It was agreed that it should be included.
5. **Civility reminder.**
6. **Citizen appearances other than agenda items listed. None**
7. **Motion to accept the March 2023 City bills as presented in the amount of \$4,439,749.76** Morrison made the motion, seconded by Brooks to accept the March 2023 City bills as presented in the amount of \$4,439,749.76. Morrison inquired on an \$8 item from Bounce for a monthly diagnostic charge for city vehicles. Morrison next asked about a \$450 cat bite fee that has been billed to the person whom was bitten by the cat. When Morrison inquired on the Housing Capital Improvement charges, Sergeant explained that we get charged when the CBGA from the Housing Authority incurs any fee per our contract with them. Brooks inquired about how the Paid Invoice Report was generated, and how much time it takes to key the items in. Brooks' concern was for the penny items that occur due to the rounding of items to balance the individual GL's, for items such as copy fees and postage. Brooks further inquired on the charges for the refills that have occurred on the medicine cabinets. Sergeant explained that he has been looking into the procedure for this and potential options to avoid fines from OSHA. Brooks also inquired on Pest Control for the Youth Center. Roberts explained that there were several months that hadn't been received until they all came at once. Brooks also inquired on several duplicate charges from Charter Spectrum, Byte Studios, and copier services. It has been found that some invoices have been sitting in emails and not getting paid. Also, some invoices haven't been turned in by Department Heads in a timely manner. Motion carried by Roll Call 2-0.
8. **New Business:**
  - A. **Discussion and possible Motion to recommend to Common Council approval of an agreement with Spyglass to review communication bills for cost savings.** Morrison made the motion, seconded by Brooks. Motion carried 2-0. Sergeant explained that Spyglass provides a service to look at communication bills to eliminate items that are not needed. The first year, the savings is split between Spyglass and the City. Beyond the first year, all savings would be for the City.
  - B. Closed Session: **Motion to convene in closed session pursuant to section 19.85 (1) (e) of the Wisconsin statutes to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or**

*bargaining reasons require a closed session and where discussion in open session would negatively impact the city's competitive or bargaining position.* Morrison made the motion, seconded by Brooks. *Motion carried by Roll Call at 1:27p.m.* Upon completion, Committee will reconvene in open session.

Reconvened in Open Session at 2:23p.m.

- C. *Motion to recommend to Common Council approval of Amendment #1 to Development Agreement for Development of Lot 2 – Mixed Use Property for parcel 6-27-958.091A1* Morrison made the motion, seconded by Brooks. *Motion carried 2-0.*
- D. *Motion to recommend to Common Council approval of Resolution 2023-02 Interfund Loan to TID 9 from the Sewer utility fund.* Morrison made the motion, seconded by Brooks. *Motion carried 2-0.*
- E. *Motion to recommend to Common Council approval of an agreement with Ehlers for a stormwater user rate study.* Morrison made the motion, seconded by Brooks. *Motion carried 2-0.*

9. **City Administrator/Finance Director Report.**

- A. **Overview of City accounting software upgrade.** Roberts had put together a list of scheduled training for the Staff. Morrison pointed out that the need to change the work “betting” to better.
- B. **Evansville financial management plan executive summary.** Sergeant pointed out that Ehlers’ has been getting set up to complete the 5 year Financial Management Plan, in preparation to meet with our Common Council. Due to how the State limits the City, Ehlers’ outlook for 2024 foresees a levy gap, due to not being able to have taxes high enough to cover our needs. The reason for this, has to do with inflation that our cautious history had prevented from happening up until this point. The cost of materials will be so high that it will exceed what we can do with the state. We will not be able to catch up quick enough. Ehlers had come up with some short term band aids to allow us to see what the state will come up with.
- C. **Personnel policy updates.** Sergeant explained that policy updates have been a work in progress and looking at things such as overtime. Sergeant would like to include a discussion with the Foreman of Water/Light and the Foreman of DPW. Sergeant would like a small group to go through the City Mission and Goals to check for updates.
- D. **Municipal Service Department staffing updates.** Electrical engineers consultants got on the same page for next steps for substations maintenance and understanding how the process works. Next is to draft three options for how to proceed by organizing and explaining the steps and what the cost will be.

10. **Meeting Reminder:**

- A. **Next regular meeting May 4, 2023 at 1:00 p.m.**

11. *Motion to adjourn.* Morrison made the motion to adjourn, seconded by Brooks. *Motion carried 2-0 at 2:44p.m.*

*Respectfully Submitted,*

*Elle Natrop*